

**Town Council Minutes
Morehead City, North Carolina**

Monday, January 7, 2013

The Honorable Council of the Town of Morehead City met in Regular Session on Monday, January 7, 2013, at 5:30 p.m., in the Municipal Chambers located at 202 South 8th Street, Morehead City, North Carolina. Those in attendance were:

MAYOR:	Gerald A. Jones, Jr.
MAYOR PRO-TEM:	Harvey N. Walker, Jr.
COUNCIL:	George W. Ballou
	Bill Taylor
	Demus L. Thompson
	Diane C. Warrender
CITY MANAGER:	David S. Whitlow
CITY CLERK:	Jeanne M. Giblin
CITY ATTORNEY'S OFFICE:	Nelson W. Taylor, III, Derek Taylor, Mike Thomas
OTHERS:	Police Major Garland Terry; Ken Wood; Bernette Morris; Fire/EMS Chief Jamie Fulk; EMS Coordinator Randy Shaffer; Human Resources Officer Susan Nixon; Tom Kies; Mark Hibbs, Reporter, THE CARTERET NEWS TIMES

I. Regular Meeting Call to Order

Mayor Jones opened the meeting at 5:30 p.m., Councilman Thompson gave the invocation and all joined in The Pledge of Allegiance.

II. Special Presentation: Demonstration of the Defibrillator

Morehead City Fire Chief Jamie Fulk and EMS Coordinator Randy Shaffer gave a demonstration on how to use the defibrillator/resuscitator which is stationed outside the Council Chambers.

III. Adoption of the CONSENT AGENDA:

III.A. Approval of Minutes: Tuesday, December 11, 2012, Regular Meeting

Approved the Minutes of Tuesday, December 11, 2012, Regular Meeting and dispensed with the reading.

III.B. Approve the Requests for Release of Overpayment of Ad Valorem Taxes for December 2012, in the amount of \$111.56; and Accept the Finance Director and Tax Collector Reports for December 2012

Approved the requests for release of overpayment of ad valorem taxes for December 2012, in the amount of \$111.56; and accepted the Finance Director and Tax Collector Reports for December 2012.

III.C. Adopt Resolution 2013-01 in Support of the 2013-2015 Funding for the Clean Water Management Trust Fund

Established in 1996 by the General Assembly to address the growing concerns about the health of North Carolina rivers, streams and surface water, the Clean Water Management Trust Fund [CWMTF] is a non-regulatory, community focused program to protect these waters. The program has provided more than 1,500 grants to help meet infrastructure needs of municipalities, increase recreational opportunities and enhance the quality of life. The CWMTF has had its funds reduced by more than 89 percent during the past four [4] years. In 2012, the CWMTF was able to fund less than 10 percent of the requested project funds.

Because the program is community focused, municipalities are critical in making the case for increased funding. The CWMTF has been good community partners with Morehead City over the years and is deserving of our support.

Adopted Resolution 2013-01 in Support of the 2013-2015 Funding for the Clean Water Management Trust Fund. [Resolution 2013-01 is attached to these minutes and incorporated herein by reference.]

III.D. Adopt Six [6] Budget Ordinance Amendments:**2013-01 Shepard Street Boat Ramp Capital Project Fund**

The purpose of this amendment is to authorize the transfer of \$2,205 of funds not used in the Shepard Street Boat Ramp Fund to the Jib Property Waterfront Access Capital Project Fund and to close-out the Shepard Street Boat Ramp Fund. This amendment does not change the amount of the budget.

2013-02 Charles Wallace School Property Acquisition/Improvements Capital Project Fund

The purpose of this amendment is to update the budget by recognizing \$17,601 of revenue from reimbursement for damages to the Police Station/E911 Center that occurred during Hurricane Irene and appropriate the same amount for repair of the damages.

2013-03 Lift Station Improvements Grant Project Fund

The purpose of this amendment is to reduce the budget to the amount utilized for the project, to authorize the transfer of \$79,400 of unspent funds to the Water/Sewer Annual Capital Project Fund and to close-out the Lift Station Improvements Grant Project Fund.

2013-04 Wastewater Treatment Plant Improvements Capital Project Fund

The purpose of this amendment is to authorize the transfer of \$14,130 of funds not used for the Wastewater Treatment Plant [WWTP] to the Water/Sewer Annual Capital Project Fund and to close-out the WWTP Capital Project Fund. This amendment does not change the amount of the budget.

2013-05 Jib Property Waterfront Access Grant Project Fund

The purpose of this amendment is to increase the budget for transfers from the Shepard Street Boat Ramp Capital Project Fund as the boat ramp fund is closed.

2013-06 FY2012-2013 Budget Ordinance Amendment Water/Sewer Annual Project Fund

The purpose of this amendment is to recognize the transfers from the Wastewater Treatment Plant and Lift Station Improvements Capital Project Funds of \$14,130 and \$79,400, respectively. These amounts were unused for those projects and are available for other capital purposes. The total of the transfers of \$93,530 is appropriated for lift station improvements/repairs in the annually appropriated capital project fund.

The above amendments were reviewed by the Finance and Administration Committee of the Council and were recommended for adoption.

Adopted the six [6] Budget Ordinance Amendments as presented: 2013-01 Shepard Street Boat Ramp Capital Project Fund; 2013-02 Charles Wallace School Property Acquisition/Improvements Capital Project Fund; 2013-03 Lift Station Improvements Grant Project Fund; 2013-04 Wastewater Treatment Plant Improvements Capital Project Fund; 2013-05 Jib Property Waterfront Access Grant Project Fund; and 2013-06 FY2012-2013 Budget Ordinance Amendment Water/Sewer Annual Project Fund. [Budget Ordinance Amendments 2013-01, 2013-02, 2013-03, 2013-04, 2013-05 and 2013-06 are attached to Ordinance Book #7 in the vault.]

III.E. Adopt Resolution 2013-02 Providing for the Issuance of a \$4,932,000 Water and Sewer System Revenue Bond Anticipation Note, Series 2013 and Approval of the Bond Order Authorizing the Same

The purpose of this Revenue Bond Anticipation Note is for the interim financing for the water improvements project consisting of the new water tower, two [2] water plants and a well. The City has been granted a loan from the United States Department of Agriculture [USDA] upon the completion of the project. This loan with the Bank of America in the amount of \$4,932,000 at an interest rate of 0.97 percent is a bridge loan for 24 months until the City can secure the USDA loan. The Local Government Commission [LGC] and the City's bond

counsel reviewed the information. The Finance and Administration Committee of the Council reviewed the resolution and accompanying information for this project and recommended approval.

Adopted Resolution 2013-02 Providing for the Issuance of a \$4,932,000 Water and Sewer System Revenue Bond Anticipation Note, Series 2013 and approved the Bond Order authorizing the same. [Resolution 2013-02 is attached to these minutes and incorporated herein by reference.]

III.F. Award of Webb Library Elevator Installation Bid of Option 1 and Alternate-Option 1 to Tommy Simpson Construction in the Total Amount of \$115,789.

At the recent Public Works Committee of the Council meeting bids for the installation of an elevator for the Webb Library were reviewed and discussed. On December 18, 2012, the City received four bids [4] for the elevator work. The bids included two [2] options with an alternate to address an electrical issue encountered in the library’s computer room.

The bid tabs were as followed:

	Thomas Simpson Construction	Jerry Lawrence	Modular Systems Incorporated	D.S. Simmons, Inc.
Option 1	\$115,009.00	\$115,125.00	\$152,000.00	\$185,400.00
Alternate – Option 1	\$ 780.00	\$ 695.00	\$ 2,000.00	\$ 2,000.00
Option 2	\$116,801.00	\$ 89,900.00	\$154,000.00	\$195,000.00

Option 1 is for the installation of the elevator in the main hall just south of the computer room in a reading room across the hall from the children’s room. Upstairs the elevator will occupy a store room just south of the kitchen. This option minimizes impacts on the garden, computer room and the second floor kitchen while maintaining traffic patterns in the halls and near the 9th St. entrance.

Option 2 has the installation of the elevator on the exterior of the north side of the building in the garden area. This option will impact the garden, and significantly impact the computer room on the first floor and the kitchen on the second floor.

The City staff recommendation is for the Option 1 installation. The low bid from Tommy Simpson Construction is \$115,009.00. City staff also recommended the Alternate-Option 1 electrical work for \$780.00 which will provide additional electrical circuits to the computer room while work is occurring in the building. Total for the above will be \$115,789 which is within the encumbered budget of \$122,900.

The Public Works Committee recommended that the work be awarded for the Option 1 and Alternate-Option 1 bid from Tommy Simpson Construction.

Awarded the Webb Library Elevator Installation Bid of Option 1 and Alternate-Option 1 to Tommy Simpson Construction in the Total Amount of \$115,789.

III.G. Award of Morehead City Employee Compensation and Evaluation Study Contract to Springsted, Inc. of Virginia Beach, Virginia

The Morehead City staff interview panel consisting of Public Works Director David McCabe, Human Resources Director Susan Nixon and Fire Chief Jamie Fulk interviewed three [3] management firms to undertake a Town of Morehead City employee compensation and evaluation study. The results of that study are as follows:

Springsted:	Classification Study \$16,475 w/Performance Evaluation \$24,225
Maps Group:	Classification Study \$19,680 w/Performance Evaluation \$43,580
Steve Condry:	Classification Study \$27,500 w/Performance Evaluation \$32,000

The interview panel evaluated each firm on experience, expertise and qualifications of the firm; the experience of the personnel assigned to the project; understanding of the project, employee base and community; completion of the project within time and budget

constraints; quality and applicability of the references; perceived ability to work with City staff and understanding of the need to develop implementation strategies.

Based on the above evaluation, the interview panel recommended awarding the contract to Springsted, Inc. The Finance and Administration Committee of the Council reviewed the information and recommended awarding the study to Springsted, Inc. of Virginia Beach, Virginia.

Awarded the Morehead City Employee Compensation and Evaluation Study to Springsted, Inc. of Virginia Beach, Virginia with the classification study together with the performance evaluation in the amount of \$24,225.

Councilman Ballou MOVED, seconded by Councilman Taylor, and carried unanimously, to adopt the CONSENT AGENDA with one [1] motion.

IV. Citizen Requests/Comments: There were no citizen requests/comments.

V. City Manager's Report:

IV.A. Selection of Council Retreat Date as Per January 3, 2013, Memorandum from City Manager David Whitlow

Manager Whitlow spoke about his January 3rd memorandum regarding setting a date for a Council retreat. The goal of the retreat would be to:

- Develop a vision statement;
- Identification of community strengths and weaknesses;
- Development of goals and objectives for the next three [3] years;
- Priority setting;
- Discussion of FY2013/2014 budget goals;
- Discussion of Council/Staff relations;
- Discussion of local government/citizen relations;

The Council concurred to set the dates of Friday, February 22nd at 1:00 p.m. to about 6:00 p.m. and Saturday, February 23rd from 8:00 to 5:00 p.m., for a Council retreat. The site arrangements will be forthcoming.

When questioned if members of the City staff will attend, Manager Whitlow replied that certain key City Staff may be invited to attend where applicable.

IV.B. Reminder of the Special Council Meeting on Tuesday, January 22, 2013, at 5:30 p.m., in the Municipal Chambers at 202 South 8th Street to Discuss Setting a Procedure for Special Events held at the City Sports Complex

Mayor Jones stated he was unavailable to be present at the Special Meeting set for January 22nd. He asked if the Council would be willing to set another date for a Special Meeting or would they prefer to have the Public Works Committee of the Council take up the matter of setting a procedure for special events at the City Sports Complex.

After discussion, the Council concurred that the date of Tuesday, January 29th at 5:30 p.m. in the Municipal Chambers be set for a Special Meeting.

VI. Council Requests/Comments

There were no Council requests/comments.

VII. Adjournment

There being no further business, the meeting was adjourned at 6:05 p.m.

Gerald A. Jones, Jr., Mayor

Attest:

Jeanne M. Giblin, City Clerk